

# TRIPURA GAZETTE

*Published by Authority*  
**EXTRAORDINARY ISSUE**

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*Agartala, Tuesday, August 11, 2020 A. D., Sravana 20, 1942 S. E.*

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**PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.**

## **GOVERNMENT OF TRIPURA EDUCATION (HIGHER) DEPARTMENT**

No.F.2(46-3)-DHE/GTCA/12/3157(04)

Dated, Agartala, the 4th August, 2020.

### **NOTIFICATION**

**Sub: The Internal Revenue Generation (IRG) Scheme and its guideline for implementing in Engineering College and Polytechnic Institutes.**

#### **1.0 Scheme Statement**

- 1.1 The Ministry of Human Resource Development (MHRD) adopted a methodology named 'National Institutional Ranking Framework' (NIRF) to rank institutions of higher education in India and mandates every higher education institutions to participate in it. To score good in NIRF ranking, revenue generated through IRG project is an important criterion.

The All India Council for Technical Education (AICTE) issues directives to all technical educational institutions to undertake consultancy work, a tool for Internal Revenue Generation (IRG), to generate additional resources, either for institutions or for faculty members; and for creation of an appropriate environment and suitable resource sharing parameters for such works.

- 1.2 In this background, this document sets out clear guidelines within which ---

- 1.2.1 IRG activity should be undertaken by the faculties of higher education institutions under Department of Higher Education, Govt. of Tripura;
- 1.2.2 Institutions should create the environment for such activities; and,
- 1.2.3 Institute develop and manage such activities.

- 1.3 It foresees that the University will benefit from IRG (including Consultancy) activity in a number of ways including:

- 1.3.1 Development of the economic and social context in which the Institution is serving;
  - 1.3.2 Provision of consultancy service for educational institutions, government organizations, non - governmental organizations, informal sectors, etc.
  - 1.3.3 Enrichment of the knowledge of faculty members with the development of the industry, and passing that knowledge to the society; and,
  - 1.3.4 Generation of additional fund that can be used to enhance the ability of the Institute in the field of research & development to achieve institutional objectives.
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## 2.0 Definitions

Certain terms are used in this document with specific meanings, as defined in this section. These definitions do not necessarily conform to customary usage.

2.1 **Institute** - All "Technical Institution / College / Polytechnic Institution" under the Department of Higher Education, Govt. of Tripura.

2.2 **Department** - All academic departments and academic centers will be covered by the word "department" for the purpose of IRG.

2.3 **Head (HoD)** - Head of the Department.

2.4 **Internal Revenue Generation (IRG)** - Generation of income by the institute from sources other than Tuition Fees to ensure full sustenance of reform measures. Some activities to generate IRG are listed below:

2.4.1 Consultancy Services including projects sponsored by private or public sector industry.

2.4.2 Sponsored Research Projects.

2.4.3 Continuing Education Programme.

2.4.4 Short- term courses for target groups from organized / unorganized sector.

2.4.5 Self - financing degree programmes etc. with the approval of the statutory authority.

2.4.6 Industry Institute interaction programme ensuing mutual benefit including revenue generating activities.

2.4.7 Rational utilization of available facilities like academic space, play ground, seminar/ conference hall, equipment etc.

2.4.8 Income, if any, from non- formal Network activities should also be treated as IRG.

This list is not exhaustive but a suggestive one, since there are various other avenues to generate revenue without sacrificing the academic interest of the students and faculty in the institute which institute shall explore.

2.5 **Consultancy** is professional work carried out on behalf of a third party utilizing the knowledge and expertise of a member(s) of the Institute faculty & staff and, in some cases, the equipment and facilities of the Institute. It is the most important tool for IRG.

2.6 **Principal Consultant/Investigator (PI)** means a faculty member of the institute who is responsible for handling the consultancy project in the provision of Consultancy.

- 2.7 Consultant / Co-investigator** means any other faculty member associated with the consultancy project along with PI.

### **3.0 Types of Consultancy**

Consultancy utilises the specialist skills and knowledge of Institute faculty & staff. In all cases, the activity will bring benefits to the individual faculty & staff member, to their Departments and also to the Institutes.

- 3.1 Type - I Consultancy Projects (involving laboratory facility, etc.):** Consultancy Projects involving the use of laboratory facilities of the Departments / Institute will be classified as Type-I Consultancy Projects.

Such projects will cover testing, measurements, calibration of equipment/ instruments and testing of materials /equipment in laboratory, field testing and measurement and research and development work using laboratory facilities, as a part of that consultancy project.

- 3.2 Type - II Consultancy Projects:** Consultancy Projects which do not require laboratory facilities of the Departments / Institute will be classified as Type-II Consultancy Projects.

Where academic faculty or staff have been commissioned as an expert to comment on scientific, road traffic collisions etc and are being paid a fee for their expertise (which may also include a senate / court appearance where they are being called to give evidence associated with their expertise), this is classed as Consultancy.

- 3.3** Consultancy project will be classified either as Type – I or Type – II and will not be bifurcated. In case of multi-disciplinary/ inter-departmental Projects, a single project can be divided into sub-projects on mutually agreed terms, by the consenting departments.

- 3.4** As the Department of Higher Education, Govt. of Tripura is recruiter of all faculties and staffs of institutes, thus it is required to devote attention and abilities to duties and to act in the best interests of the Institute.

Accordingly, faculties and staff must not, without obtaining written consent from the Head of Institute, undertake any such project which might interfere with the performance of his /her duties or conflict with the interests of the Institute.

### **4.0 Eligibility**

Subject to the approval of the Executive Committee for IRG Schemes on Project basis --

- 4.1** Faculties are eligible to undertake Consultancy projects on behalf of the Institutes whether they are contract, temporary or permanent members of the Institute.

- 4.2 Academic staffs employed to manage and run Institute equipment and facilities are eligible to undertake Consultancy projects on behalf of the Institutes.
- 4.3 Professional Services Staff and Technical Staff may undertake Consultancy projects only when part of an academic led team.
- 4.4 Students (except Ph. D. Researchers) can work in the Project under a faculty and will be remunerated duly like Institute staff.
- 4.5 Ph. D. Researchers can work in the Project alongside or under faculty, but may not lead the project.
- 4.6 Equality Statement: Institute is committed to equality of opportunity and the Consultancy Policy provides opportunity for each member to undertake Consultancy projects (subject to Section 4.1 to 4.5).

#### **5.0 Activities not covered by this Consultancy Policy**

- 5.1 Consultancy projects are defined as different from activities that form part of research and other conventional academic activities. This Consultancy Policy does not cover activity funded with the main aim of undertaking research.
- 5.2 This Policy does not apply to traditional academic activity or to appointments as 'Institute / affiliating University nominee' on another Institutes / Boards; like,
  - 5.2.1 Lecturing;
  - 5.2.2 Research Assessment or Evaluation panel memberships;
  - 5.2.3 Knowledge Transfer Partnerships;
  - 5.2.4 Teaching Quality Assessment;
  - 5.2.5 Refereeing and reviewing papers, books or grant applications;
  - 5.2.6 External Examining; and
  - 5.2.7 Credit bearing training projects.

#### **6.0 Time spent on Consultancy**

- 6.1 Maximum allowable number of days for Consultancy activity for a faculty is thirty days per financial year, at the discretion and subject to the approval of the Executive Committee for IRG Scheme, with the following exceptions of circumstances noted in Section 6.2, 6.3 and 6.4.
- 6.2 In circumstances where Consultancy activity is likely to exceed thirty days and the activity can be shown to be strategic for the Department, then, with the agreement of the HoD and the Principal / (I/C), permission will be granted for the extra days Consultancy activity.

- 6.3 'Professional Services Staff' and 'Technical Staff' are only permitted to undertake Consultancy activity up to a maximum of twenty days per financial year, one day being equal to an eight-hour period, subject to approval of the HoD.
- 6.4 In all circumstances where the number of Consultancy days exceeds that specified in Section 6.1, there will be no excess consultancy charge for extra days after thirty day limit.
- 6.5 Employees of the Institute can engage in the IRG activities without hampering their academic and other responsibilities.

## 7.0 Executive Committee

There shall be an 'Executive Committee for IRG activities' constituted by the Principal /I/C of the Institution as under to monitor and implement the IRG Scheme:

(a)	Principal of the Institute	Chairman
(b)	Nodal Officer, Academics (for Degree Tech. Institute)	Member Secretary
	One senior faculty member from the Institute nominated by the rest of the Committee (for Polytechnic Institutes)	
(c)	Head of Office of the Institution	Member
(d)	Head of concerned Department /s	Member
(e)	Drawal & Disbursement Officer of the Institution	Member
(f)	Technical Expert in the subject area, to be nominated by Principal of the Institute.	Special Invitee

## 8.0 Approval Process

Following are the steps for approval process for a Consultancy project:

- 8.1 Probable client must apply to the Institute with proposal of Project. Every project proposal would be examined for feasibility by the 'Executive Committee for IRG activities'.
- 8.2 When a Consultancy opportunity is identified, each of the interested faculty member (s) proposing to take up the Consultancy project (as per Section 4.0) will be asked to prepare and deliver one presentation about the 'Action Plan' to resolve the project under discussion, mentioning –
- (i) the potential benefits to the society and the institute,
  - (ii) requirements to complete the project for deciding the category of the Project (as per Section 3.0),

- (iii) budget,
- (iv) opportunities,
- (v) estimated number of days required to complete the project, and
- (vi) the number of days committed to Consultancy activity in that financial year (as per Section 6.0),

in front of the 'Executive Committee for the IRG activities' as invitee member of the Committee.

The Committee will select the best Action Plan. This selection procedure must be transparent and published by the Committee. The Committee will issue the 'Approval Letter' to the PI & Consultant (if any) who is selected for the Project.

8.2.1 In case, one faculty 'A' takes up a consultancy project (P-1), he / she become ineligible for the next project (P-2) within the same financial year, if there are number of eligible interested faculties to take up new project.

Otherwise, faculty 'A' will again get the next project (P-2) (only after completion of Project (P-1)), without violating Section 6.1 and 6.2.

- 8.3 If Lab or research facilities are to be used, the approval of the HoD of that Department is also required.
- 8.4 Normally, provision for involving experts from outside the institute as consultant is not expected. However, if found necessary, the decision should be made at the time of acceptance / approval of the project (Section 8.2).
- 8.5 The PI or Consultant should ask the client for a clear statement of requirement (SOR). The PI after receiving SOR, discuss the SOR for the project with the Executive Committee to prepare appropriate costs and 'Consultancy Service Agreement' for the project.
- 8.6 The Executive Committee can refuse any project which would lower the academic reputel/ prestige of Governmental Institution due to its communal, illegal, immoral, not conducive to public good etc. connotations, if any.
- 8.7 On approval, all faculty & staffs, as per 'approved Action plan' for the project (Section 8.2), will be notified by the Executive Committee who will then draw up 'Consultancy Services Agreement' with the client on behalf of Institute.
  - 8.7.1 Once the client agrees and signs the document, Consultant/s will also sign on behalf of the Institute and the Project can commence. Prior to completion of this stage, one must not undertake any consultancy project.
  - 8.7.2 In some instances clients may not want to accept 'Consultancy Services Agreement' preferring their own contract, purchase order

or Letter of Offer.

In this case, the Executive Committee can advice and approve, if appropriate, on the acceptability of the clients contract, purchase order or Letter of Offer.

- 8.8 It is the responsibility of each member to monitor the number of days being committed to Consultancy activity in a financial year, in line with the maximum allowable number of days and to advice their HoD on total, as and when requested.

In this regard, a Register will be kept to the Member Secretary of the Committee and will be placed to the BOG (for Degree Tech. Institute) or to the Director, DHE (for Polytechnic Institutes), as and when required.

- 8.9 Thereafter, the client will be advised to deposit 50% of cost towards earmarked institute account before taking up the work and remaining 50% on completion of the project / activity. All fees / charges in connection to this consultancy projects should be received in the earmarked account of the institute for IRG activity.

- 8.10 Student may be involved as Student Assistants for consultancy and testing work on payment of Rs.50/- per hour subject to a maximum of 50 hours per month. In such cases, student honorarium must be included as part of Direct Expenditure costs and must be transferred to the bank account of the students (as per Section 4.4).

However, students receiving fellowship from any agency may not be entitled to such payments. Total expenditure on this account should not exceed 20% of the gross fees contracted for project in normal case and be paid from the concerned project cost.

- 8.11 After receiving the amount of project cost, the work will be forwarded to the concerned department(s) and working team. The test results / reports / certificates etc. would be prepared & signed by all members of working team and concerned HoD and submitted to the Member Secretary of the Executive Committee.

- 8.12 Thereafter, the Member Secretary shall arrange for communication of such reports to the respective clients through Chairman of the Executive Committee. Unless otherwise agreed, all reports will be sent to the client(s) in duplicate. The Member Secretary of Executive Committee will supervise the entire works.

## **9.0 Assigning Identification Code**

- 9.1. All departments will refer the identification code for each consultancy assignment [Project No.] in the form as given below with example.



Tripura Gazette, Extraordinary Issue, August 11, 2020 A. D.

*Suppose, a consultancy project, 'Development of Controller for PM M/c', has been approved to Shri J. Debbarma, faculty from Electrical Engineering Department as PI.*

Name of the Deptt.	CP/ Type – I / II	Initials of PI / Consultant / HoD	Year	Incremental Sl. No. allotted by Member Secretary of the Executive Committee	Title of the project
EE	CP / Type – I / II	JDB	2020	01	De'velopment of Controller for PM M/c.

*Thus, for the project, 'Development of Controller for PM M/c', the complete code will be EE/CP/Type-I/JDB/2020/01.*

- 9.2. The identification code shall be provided by Member Secretary of the Executive Committee for IRG Activities of the institute. The above project number must be quoted in all subsequent correspondence within the institute & to the client.

## **10.0 Complaints**

- 10.1 If a faculty member feels that he / she has been unfairly prevented from undertaking a Consultancy opportunity, the matter will be resolved in consultation with the Principal and the Head of Office of the Institute.
- 10.2 PI / Consultant(s) or Client(s) cannot be use the name of the Institute or the affiliating University or the Government entity, in a manner that --
- 10.2.1 suggests that the affiliating University or the Government entity approves or disapproves a product or service provided by an entity;
- 10.2.2 suggests that the Institute has performed testing / research or issued testing or research data when it has not done so, or misleadingly states the results of the Institute research for consultancy;
- 10.2.3 may be interpreted to communicate the official position of the Institute on any issue of the public interest.
- 10.3 In case any dispute arising at any stage of the Consultancy Project between PI and Client(s), the PI & Consultant(s) will be responsible for settlement of the dispute. The arbitration power shall lie with the Head of Office of the Institute; and decision taken by the Principal of the Institute shall be final.

## **11.0 Pattern of Estimation of Project Cost or Pricing**

- 11.1 No Government fund will be utilized at any stage of the IRG or



**Consultancy Project.**

- 11.2 The pattern or methodology of estimation of Project cost or Pricing is suggestive, only to offer advice on pricing of projects and will help the PI by taking care of the prevailing market rate and competitive conditions.  
The pattern or methodology may be evaluated and reformed time to time by the Institute and will be approved by the BOG (in case of Degree Tech. Institute) or by the Director, DHE (in case of Polytechnic Institutes).
- 11.3 Where elements of the Projects work cannot be delivered by Institute faculty or staff and external service (except labour payment) need to be brought into the project, then the procurement of service must be done in compliance with DFPRT guidelines. Such payment should not exceed 25% of the total amount contracted for the project and should be paid from the concerned project cost. All service procurement and payments should be managed by the Office of the DDO.  
For higher expenditure, prior permission of the Principal will be necessary (in association with Section 8.4).
- 11.4 There will be maximum four (04) major components in estimation of project cost which are detailed below.
- 11.4.1 **Direct Expenditure:** It is the actual expenditure required to execute the work which involves purchase of materials, use of labour / expertise, hiring of vehicle, hiring of invigilators, etc.
- 11.4.2 **Consultancy Charges:** Consultancy charges shall be minimum 10% of the direct expenditure.
- 11.4.3 **Overhead Charges:** It involves indirect costs such as electricity and utilization of the infrastructure of the Institute. This charge would be 15% of the direct expenditure.
- 11.4.4 Taxes shall be calculated as applicable.
- 11.5 In estimation / breakup of project cost under Type – I category, all three components described in Section 11.4.1 to 11.4.3, will be applicable.
- 11.6 In estimation / breakup of project cost under Type – II category, only two components described in Section 11.4.1 and 11.4.2 will be applicable, but overhead charges will not be applicable.

**12.0 Utilization of the Project Cost**

- 12.1 The amount of direct expenditure would be provided with the

concerned working team or concerned HoD to execute the work along with submission of utilization as per Government norms.

- 12.2 The overhead charges as derived and received would be deposited to Treasury as Government revenue by the Institute.
- 12.3 For any project, 80% of consultancy charges shall be transferred to the development fund(s) of the Institute and rest 20% shall be shared by the team and individual involved with the works as Consultancy charge.
- 12.4 The development fund(s) share would remain at the disposal of the Principal of the Institute for using towards development of the Institute.
- 12.5 In addition to Section 12.3, the distribution of the consultancy charge among faculty members & staff would be done by the Institute as per following rates or otherwise found suitable by the Principal of the Institute or a particular case of the scheme specified above.

12.5.1	Team involved in the work (faculties & support staffs)	60.00%
12.5.2	HoD of concerned Department(s) [In case of multi-Department involvement, amount will be shared equally]	10.00%
12.5.3	Chairman of the Executive Committee (IRG)	6.00%
12.5.4	Member Secretary, Executive Committee (IRG)	5.00%
12.5.5	Head of Office of the Institution	4.00%
12.5.6	Drawal & Disbursement Officer of the Institution	4.00%
12.5.7	Special Invitee Member	5.00%
12.5.8	Cashier and Accountant [amount will be shared equally]	6.00%
- 12.6 The laboratory staff would act as support staff. The distribution of consultancy charges between faculty members & support staff (if engaged) would be in the ratio 5:1; while the sharing of consultancy charges within the PI and Consultant(s), i.e., within faculty members, would be mutually agreed upon.
- 12.7 There will be no limit on total remuneration to be received from Consultancy Projects during a financial year by a faculty and other academic staff. However, institutional academic assignments, income tax rules of the Government and Section 6.0 shall be followed.
- 12.8 Instruments and /or equipments obtained in connection with the

project and charged to the client remain property of the Institute unless otherwise specifically agreed to by both parties.

- 12.9 A separate Cash Book (same as supplied by the State Government) would be maintained in the Institute for IRG Scheme. In addition, the Executive Committee would also maintain a subsidiary Cash Book.
- 12.10 Considering the variety and uniqueness of consultancy works, the Executive Committee may slightly modify the terms & conditions on case to case basis keeping the major structure and skeleton unaltered.
- 12.11 The Degree Tech. Institute will place a detailed report of its IRG before the BOG twice a year and also include the same in purview of annual statutory audit.

Polytechnic Institutes will place a detailed report, including bank statements and annual audit report before the Director, Higher Education, Government of Tripura, within four (04) months of closure of financial year.

### **13.0 Project Report**

- 13.1 In case of Consultancy Project spreading over a year or so, the PI shall submit quarterly progress report showing item-wise budget, receipts and expenditures on the consultancy to the Member Secretary of the Executive Committee (IRG).
- 13.2 The concerned PI along with Consultant (if any) shall be responsible for speedy settlement of dues from the client. The PI shall intimate the Member Secretary of the Executive Committee (IRG) about the formal closure of the project.

### **14.0 Results of the Project**

- 14.1 The results of all work done by the Work Team in connection with the Project shall be incorporated in written reports and shall remain the property of the client.
- 14.2 Results arrived at, with little or no involvement with the project-goal will be provided to the client to use for free of charge.
- 14.3 Institute reserves the right to use such results in activities outside the scope of the project.
- 14.4 Unless otherwise agreed, all reports will be sent to the client in duplicate.
- 14.5 Institute has the right to retain a copy of all results.

**15.0 Termination of the Project**

- 15.1 The client has a right to terminate the Consultancy Project, but shall be liable for all reasonable expenses incurred in connection with halting the work already in progress as per the agreed work schedule.
- 15.2 The Executive Committee for IRG of the Institute also has a right to terminate the Consultancy Project with one month's notice except where otherwise agreed. The client in this case will not be liable for any expenses incurred after the period of notice.

**16.0 Facilities to Create IRG – friendly Environment**

- 16.1 Contractual Arrangement: PI and Consultant (if any) shall be administratively responsible for engaging the services of the Consultancy staff including experts / specialists and other supporting staff for the period of consultancy, if financially supported by the 'project undertaken'.
  - 16.1.1 Such appointments will be purely temporary basis and under any circumstance will not concur any right on the incumbents to be taken as the permanent staff of the Institute.
  - 16.1.2 Selection for appointment of such consultancy staff(s) may be made by a Committee constituted by the Principal.
  - 16.1.3 Entitlements of salary / wage/ privileges to the Consultancy staff(s) are as per the project agreement or scope.
- 16.2 For Consultancy work, faculty and staff members proceeding out of station for consultancy work with the permission of HoD, will be treated on duty, within the scope specified in Section 6.0. But such kind of facility will be extended only for a working day per week. However, consultancy must not hamper the academic schedule / services to be given to the students or to the Government.
- 16.3 It is recognized that the consultancy leads to increased knowledge and capabilities of the faculty member concerned. Therefore, each of such PI and consultant has to be given free time of at least one day per week to conduct such assignments by adjusting the academic schedule. HoDs shall be empowered to approve adjust academic schedule.
- 16.4 The laboratory staff proceeding on field work for Consultancy Project work may avail project leave as per Section 6.3 once in a week up to maximum limit within financial year. HoDs shall be empowered to approve this leave.
- 16.5 Hospitality: Expenses incurred on reasonable hospitality not exceeding Rs.300/- per head per meal and Rs.50/- per head per snacks etc. in connection with the consultation work, can be charged as expenses out of the fee received, subject to the condition that the total expenditure on this

account should not exceed 5% of gross fees contracted for the project. For larger expenditure approval of Member Secretary of the Executive Committee will be necessary.

- 16.6 **Travel:** The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. There will be no restriction placed by the Institute on the modes of travel. Actual boarding and lodging expenses, in addition to DA, will be paid as per State Government norms. All these expenses will be met out of the concerned consultancy project fund.
- 16.7 **Pocket expenses for Field Work:** This facility is extended to the faculty and other staff proceeding on fieldwork connected with the consultancy projects will be admissible on the following conditions:
- 16.7.1 It will be admissible only for the "field work" which will comprise of collection of field data from natural environment, mapping of the area, installation and maintenance of instruments in the field, performance of test in the field etc. for the purpose of sponsored research or industrial consultancy.
- 16.7.2 It will be payable for the actual period of work at the work place and will not be admissible for the journey period. It is permitted in addition to D.A.
- 16.7.3 The rate of payment of pocket expenses will be as under:  
Faculty @ Rs.200.00 per day; and  
Staff @ Rs.120.00 per day.  
This will be charged from the client.
- 16.8 Section 8.9, 8.10, 11.3, 11.4, 12.3, 12.5, 12.6, 16.5 and 16.7 will be reviewed after four (04) years by the Institutions and for approval will be placed to the BOG (for Degree Technical Colleges) or to the Director, DHE, Govt. of Tripura (for Polytechnic Institutes).  
For Degree Technical College, in absence of BOG, same may be placed to the Director, DHE, Govt. of Tripura, for approval.

## **17.0 Documents to be maintained**

- A] Following documents will be maintained by the Executive Committee (IRG) and produced as and when required.

17.1 Meeting Minutes Register for Executive Committee (IRG).

17.2 Correspondence File for Executive Committee (IRG).

- B] Following documents will be maintained by the PI through his / her team members and produced as and when required.

17.3 Attendance Record for Project 'Work team' with man-hours spent

during consultancy work.

- 17.4 Agreement File: Complete record of all agreements, contracts, drawings and such document which may constitute legal requirement.
- 17.5 Stock Register: Register for recording hire / purchase of all kinds and utilization of the item with date.
- 17.6 Correspondence File: For all correspondence since initiation.
- 17.7 Inspection / Site Visit Register: To record any site visit by the consultant(s) be maintained by the PI. Suggestions rendered at the time of site visit to the client along with remarks of the client must be recorded.
  - 17.7.1 If the advice from external expert is required during the project, the same may be recorded along with the remarks of the Consultant(s).
  - 17.7.2 It will also record details of all expenditure incurred on travel.
- 17.8 Log Books and Warranty / Guarantee Record: Log Books must be used to record number of hours for each of the Laboratory equipments, either hired or purchased along with breakdown records. Besides, maintaining warranty / guarantee certificates, if any.
- 17.9 Cash Book Register: Separate for each project, with documents and details of all expenditure incurred during project period.
- 17.10 Work Progress Report: Record of monthly progress report will be maintained by the Consultant(s). The PI shall prepare quarterly progress report, which will include receipts and expenditures on the project, and submit its copy to the client, depending on the duration of the project.
- 17.11 Any other Documents: Any other document, as per requirement of the client or project, shall also be maintained by the consultant(s).
- 17.12 At the time of completion of a Consultancy project, the PI shall submit a copy of final report along with (i) duly audited expenditure statement, (ii) utilization certificate, and (iii) completion certificate from the client to the Office of the Chairman, the Executive Committee for IRG of the Institute.


## **18.0 Service Levels**

Following service levels are expected during lifetime of each Consultancy project:

- 18.1 Approval for project and budget by the Executive Committee within five (05) working days;

- 18.2 Accounting system set up within four (04) working days of approval;
- 18.3 Invoicing of completed projects once notified within five (05) working days;
- 18.4 Processing of claims to client(s) once notified and receipt of all documentation within seven (07) working days;
- 18.5 Distribution of funds to staff within two (02) months of receipt of payment from client; and,
- 18.6 Settlement of final accounts within one (01) month after completion of Section 18.5.

This notification will come in to force with immediate effect.



(Saju Vaheed A, IAS)  
Joint Secretary to the  
Government of Tripura